

NAVAL RESEARCH LABORATORY  
Washington, D.C.

NRLINST 3700.1A  
Code 1400  
8 July 2003

NRL INSTRUCTION 3700.1A

From: Commanding Officer  
To: Distribution Lists A and B

Subj: FLIGHT SERVICES

Ref: (a) NRLNOTE 7310 of 7 Oct 02

Encl: (1) Authorization to Charge Research Division Job Order  
Number (HQ-NRL 7300/1)  
(2) Flight Service Request (HQ-NRL 13000/1)

1. Purpose. To update billing rates and scheduling requirements for customers of NRL's Flight Support Detachment (Code 1600) Service Center.

2. Cancellation. This instruction cancels and supercedes NRLINST 3700.1. It is a complete rewrite and should be reviewed in its entirety.

3. Scope. This instruction applies to all Code 1600 customers.

4. Background

a. Code 1600 operates as a Service Cost Center within the framework of the Navy Working Capital Fund (NWCF). Accordingly, Code 1600 costs must be recovered via user fees/stabilized billing rate charges to customers.

b. Code 1600 customers are charged based on a fixed billing rate per flight hour and for project-specific reimbursable costs. Fuel costs are included in flight hour rates. However, because some flight tests occur in remote, high fuel-cost areas, it is necessary to charge customers for fuel costs in excess of standard DOD contract prices. Additionally, to minimize rates charged to Code 1600 customers, and per NWCF financial policies, projects canceled by customers after work has begun will be charged for all direct costs associated with planning, material issues, and associated overhead expenses.

5. Action

a. Scheduling. Projects (including both airborne projects and installations) shall not be considered "scheduled" until the Military Support Division (Code 1400) has received an Authorization to Charge Research Division Job Order Number (HQ-NRL 7300/1)

(enclosure (1)) from the customer. A project can be "penciled in" on the long-range timeline upon receipt of a Flight Service Request (HQ-NRL 13000/1) (enclosure (2)) in order to facilitate planning, but the project shall not be moved to the monthly schedules without an Authorization to Charge.

b. Notification. Project managers are advised that enclosure (1) should be received no later than 90 days before start of installation. If enclosure (1) is not received and another project with funding requests the aircraft, sponsors shall be notified, and advised that they are being replaced on the schedule.

c. Code 1600 Customer Billing Rates shall be published via reference (a) each fiscal year.

6. Forms Availability. Authorization to Charge Research Division Job Order Number (HQ-NRL 7300/1 (9-97)) and Flight Service Request (HQ-NRL 13000/1 (9-97)) are available from the Operations Branch (Code 1410). These forms are also available on Code 5260's website at <http://eforms1.nrl.navy.mil>.

D. M. SCHUBERT

# AUTHORIZATION TO CHARGE RESEARCH DIVISION JOB ORDER NUMBER

FROM: CODE

DATE

TO: CODE 1202

VIA: CODE 1400

PROJECT NAME

DATES *(Including installation and deinstallation time)*

FROM:

TO:

FLIGHT HOUR JOB ORDER NUMBER (J.O.N.)

HOURS AUTHORIZED *(Per current NRL instruction)*

TRAVEL/PER DIEM J.O.N. *(Charged to Flight Hour J.O.N. if left blank)*

OTHER REIMBURSABLE COSTS J.O.N. *(Per current NRL instruction)*

NAME *(Project Point of Contact)*

CODE

TELEPHONE

SIGNATURE *(Branch Head/Project Manager)*

DATE

SIGNATURE *(Division Superintendent)*

DATE

FROM: CODE 1400

DATE

TO: CODE 1202

NUMBER OF HOURS FLOWN

PERIOD OF DAYS

UNDERUTILIZATION CHARGE

REIMBURSABLE COSTS *(Except travel/per diem)*

SIGNATURE *(Military Operations Representative)*

COPY TO

# FLIGHT SERVICE REQUEST

NRL-INST-3700.1A -  
8 July 2003

1. FROM: CODE				2. DATE	
3. TO: CODE 1410					
4. SUBJ: FLIGHT SERVICE REQUEST FOR _____					
<b>PROJECT INFORMATION</b>					
5. SHORT TITLE					
6. PROJECT COORDINATOR <i>(Please Print)</i>			7. BRANCH HEAD <i>(Please Print)</i>		
8. PHONE NUMBER			9. PHONE NUMBER		
<b>INSTALL/DEINSTALL INFORMATION</b>					
10. DATE/PLACE INSTALL WILL COMMENCE			11. DATE/PLACE DEINSTALL WILL COMPLETE		
<b>DESCRIPTION OF FLIGHT SERVICE</b>					
12. AIRCRAFT BUNO	13. NO. OF FLIGHTS	14. DURATION OF FLIGHTS <i>(Hrs)</i>	15. FREQUENCY OF FLIGHTS	16. NO. OF PROJECT PERSONNEL	
17. OTHER TEST PLATFORMS					
18. DESCRIPTION OF PROJECT EQUIPMENT					
19. WILL AUXILIARY POWER BE NEEDED? <input type="checkbox"/> Yes, go to No. 20. <input type="checkbox"/> No, go to No. 21.			20. WHAT TYPE OF AUXILIARY POWER?		
21. DESCRIPTION OF FLIGHT <i>(Include Project Limitation, Flight Profile, Detachment Site Info and Support/Coordination Requirements)</i>					
22. OPAREA Desired/Who will schedule it?					